

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

### **Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide**

### **Fall 2011 Submission**

Questions?

E-mail: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

Contact: 517.335.0505 (option 3)



## **Table of Contents**

<b>INTRODUCTION</b>	<b>3</b>
<b>PERSONNEL SKILLED IN TECHNOLOGY</b>	<b>3</b>
<b>APPLICATION STARTUP AND SECURITY</b>	<b>4</b>
AUTHORIZED USER – YOUR MICHIGAN EDUCATION INFORMATION SYSTEM (MEIS) ACCOUNT	4
<b>DATA SUBMISSION PROCESS</b>	<b>4</b>
ACCESSING THE PERSONNEL SKILLED IN TECHNOLOGY SUPPLEMENTAL SUBMISSION SCREEN	4
REP LOGIN SCREEN	5
PERSONNEL SKILLED IN TECHNOLOGY SUBMISSION SCREEN	6
OPTIONAL SECTION – ASSESSMENT METHOD	7
<b>DEFINITIONS OF DATA ELEMENTS REQUIRED</b>	<b>8</b>
ROW A: FALL 2011 REP SUBMISSION (DUE DECEMBER 1, 2011)	8
ROW B: NUMBER OF STAFF MEMBERS ASSESSED	9
ROW C: NUMBER OF STAFF MEMBERS DEEMED SKILLED IN TECHNOLOGY	9
ROW D: NUMBER OF STAFF MEMBERS NOT SKILLED IN TECHNOLOGY	9
<b>WHEN IS THE FALL 2011 REP SUBMISSION COMPLETE?</b>	<b>9</b>

## Introduction

This guide is intended for authorized users of the Registry of Educational Personnel (REP) Application and other district staff members. This document provides guidance regarding the data required for the Personnel Skilled in Technology Supplemental Submission. This guide also provides definitions and general information about each data element as well as instructions for using the online data entry system.

## Personnel Skilled in Technology

As a result of the *American Recovery and Reinvestment Act of 2009* (ARRA), the U.S. Department of Education (U.S. ED) requires the reporting of data elements as defined in this guide. These data are mandated by 34 Code of Federal Regulations Part 76 and Elementary and Secondary Education Act, Title II, Part D. The Michigan Department of Education (MDE) received guidance from the U.S. ED related to the ARRA which requires all intermediate school districts (ISDs), local educational agencies (LEAs) and public school academies (PSAs) to submit data concerning instructional personnel skilled in technology.

District users are required to report the number of staff members assessed in the use of technology and, of those, the number deemed skilled in the use of technology. This collection will require submission of data for the following three staff member groups only:

- Teachers
- Librarian/Media Specialists
- School Administrators

Michigan has teacher technology standards (7th Standard) included in the *Professional Standards for Michigan Teachers* (2008). However, Michigan does not require or provide a technology skill assessment for staff members. Assessment of technology skills can take multiple forms, including observation, portfolios, ISD/LEA/PSA-developed exams, commercially developed exams, completion of coursework or other means. For example, if one staff member observes another staff member demonstrating his/her technology skills as a means of determining the level of skill he/she possesses, that observation could be considered an assessment.

In response to these requirements, the Center for Educational Performance and Information (CEPI) and MDE have developed an online data entry process for district users to utilize when submitting these data via the REP Application. The online data entry screen will be available September 1 through December 1, 2011.

Instructions for the data submission are included within this document. After reviewing this document, if you have further questions about the data submission process, contact CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). For the subject line of your message, use the following: Personnel Skilled in Technology. Include your name, district code, district name, your telephone number, (including area code and extension), your e-mail address, and your specific questions in the body of your message.

For questions concerning the data requirement, please contact Bruce Umpstead ([umpsteadb@michigan.gov](mailto:umpsteadb@michigan.gov)), Ron Faulds ([fauldsr@michigan.gov](mailto:fauldsr@michigan.gov)) or Barb Fardell ([fardellb@michigan.gov](mailto:fardellb@michigan.gov)) in the Office of Education Improvement and Innovation. You may also reach them by telephone at 517.335.2957.

## Application Startup and Security

### Authorized User – Your Michigan Education Information System (MEIS) Account

To become an authorized user of the REP Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS Web site at <https://cepi.state.mi.us/MEISPublic/>. You may use the same MEIS account for all CEPI applications; however, a separate security agreement is required for each CEPI application.

Direct all questions concerning your MEIS account and/or password to CEPI customer support at 517-335-0505, option 3, or via e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Users may reset their own passwords at the MEIS Web site at <https://cepi.state.mi.us/MEISPublic/>.

For further information about establishing an MEIS account and obtaining access to the REP Application, please reference the Fall 2011 REP User's Guide. Go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi) and click on "CEPI Applications". Next, click on "Registry of Educational Personnel." The REP User's Guide is located under the heading REP Help.

## Data Submission Process

The following sections provide an overview of how to access the data submission screen. The Personnel Skilled in Technology data submission screen is available to REP authorized users via the REP Application.

### Accessing the Personnel Skilled in Technology Supplemental Submission Screen

The REP Application may be accessed on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications", and then click on "Registry of Educational Personnel." Next, click on "REP Application" under the heading Upload REP Data to CEPI to access the REP Application. The link to the Personnel Skilled in Technology submission screen is located on the REP Main Menu.

#### Upload REP Data to CEPI

- [REP Security Agreement](#)
- [REP Application](#)
- [Credential Data Exchange Security \(CDX\) Agreement](#)
- [Credential Data Exchange \(CDX\) Application](#)

Click on "REP Application".

## REP Login Screen

When you click on "REP Application", the following screen will be displayed. The next step is to enter your MEIS Login User Name and Password:

Michigan.gov Home | CEPI Home | FAQ | User's Guide | Teacher Verification | Contact CEPI

**REP | Login**

### Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

#### Registry of Education Personnel

- [REP Data Field Descriptions](#) PDF
- [REP Record Layout](#) PDF
- [REP Security Agreement Form](#) PDF
- [CDX Security Agreement Form](#) PDF
- [Obtaining or Updating a MEIS Account](#)

**MEIS Login**

User Name:

Password:

**Log In**

[Forgot your password?](#)

**The REP Application will be available for the Fall 2010 data submission September 1 through December 1, 2010.**

VeriSign Secured  
VERIFY

Key in your  
MEIS Login  
User Name  
and Password.

To enter your password into the login screen, follow these directions:

1. **Click** in the **Login** box.
2. **Type** your **Login User Name**.
3. **Press the Tab** key to go to the **Password box** or **put your cursor** in the **Password box**.
4. **Type** your **Password**.
5. **Click** on the **Log In** button. The REP Main Menu will appear.

## REP Main Menu

Welcome to the Registry of Educational Personnel

**Pottsville Public Schools**

Set/Change Entity:  **Set**

Nonpublic School Personnel Report

### Data Submission

To submit and update personnel data, select from the following functions:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

### Personnel Skilled in Technology X

- [Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide](#)
- [Supplemental Submission Form](#)

Click on "Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide" for submission information.

Click on "Supplemental Submission Form" to access the submission screen.

## Personnel Skilled in Technology Submission Screen

Click on the link titled "Supplemental Submission Form" to access the submission screen (Table 1 below). Enter data by clicking in the desired cell. Enter the appropriate number of staff members in each cell in rows B and C (row A is pre-populated from the data entered during the submission). You must submit a valid value for each cell in rows B and C. You may either tab through the cells or click on individual cells to enter data. Row D is automatically calculated from the data pre-populated in row A and the data entered by the user in rows B and C.

**Table 1**

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

**REP | Personnel Skilled in Technology**

**Personnel Skilled in Technology**

✗ The Personnel Skilled in Technology submission is completed during the fall collection of the REP. The data displayed on this page are based upon the fall 2011 data reported by your district.

Row A is populated automatically as records are submitted.

Row	Data Elements	Staff Member Groups		
		Teachers	Librarians/ Media Specialists	School Administrators
A	The number of staff members reported in the Fall 2011 REP Submission (December 01, 2011)	<i>Pre-populated</i>		
B	Of the number of staff members on December 01, 2011, how many were assessed to determine their skill level in the use of technology?*	<input type="text"/>	<input type="text"/>	<input type="text"/>
C	Of those assessed, how many staff members were deemed skilled in their use of technology?*	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	Number of staff members who were not deemed to be skilled in their use of technology (Calculation based upon responses given)	<i>Auto-calculated</i>		

\* See the [Personnel Skilled in Technology User's Guide](#) for definitions and guidance.

Click here to access  
information.

## Optional Section – Assessment Method

For the fall 2011 submission, MDE requested that CEPI collect data on how staff members were assessed in their use of technology. The following information outlines this *optional* data collection as it will appear on the submission screen.

The section titled Assessment Method is optional; however, this information will be very useful to MDE for planning purposes. Non-completion of this section will have no bearing on whether your submission for Personnel Skilled in Technology is considered complete or not.

The assessment method form follows the Personnel Skilled in Technology form (Table 1). A sample of the form follows:

<b>Assessment Method</b>	
<b>Completion of this section is optional.</b> Non-completion of this section will have no bearing on whether your submission for Personnel Skilled in Technology is considered complete or not. However, this information will be very useful to the Michigan Department of Education for planning purposes.	
<b>The following methods were utilized to determine whether or not staff members were deemed skilled in their use of technology (check all that apply):</b>	
Professional certification or endorsement	<input type="checkbox"/>
Formal coursework outside of certification or endorsement program	<input type="checkbox"/>
District certification	<input type="checkbox"/>
Professional development of certification or endorsement program	<input type="checkbox"/>
Other certification (computer training certification, etc.)	<input type="checkbox"/>
Classroom observation(s)	<input type="checkbox"/>
Other observation(s)	<input type="checkbox"/>
ISD/LEA/PSA developed question/exam-based assessment	<input type="checkbox"/>
Other question/exam-based assessment	<input type="checkbox"/>
Portfolio assessment	<input type="checkbox"/>
Self-report on a skills checklist	<input type="checkbox"/>
Other	<input type="checkbox"/>

Submit

Click here to submit data.

After entering data for all cells in Table 1 and completing the (optional) additional data collection, the user should click on the "Submit" button at the bottom of the screen.

## Definitions of Data Elements Required

This section provides information about each of the data elements that users are required to report in Table 1. (See page 6 to review Table 1.)

### Row A: Fall 2011 REP Submission (due December 1, 2011)

This row is pre-populated with the counts of staff member groups from the Fall 2011 REP Data Submission as the records are submitted by a district. Specific assignment codes are utilized to tabulate these counts to align with the data reporting requirements. The following information provides a definition of the assignment codes that are extracted for each staff member group:

**Teachers:** Staff members who provide instruction to students. This group includes the following assignment codes:

- 000AX through 000ZY, excluding 000ND, 000NT and 000NY (General Education)
- YA0AX through YT0ZY (Bilingual Education)
- 00192 through 00290 (Special Education)
- 00501 through 00598, ~~00594~~ (Career and Technical Education)

**Librarians/Media Specialists:** Professional staff members and supervisors assigned specific duties and school time for professional library and media service activities including selecting, acquiring, preparing, cataloging and circulating books and other printed materials; planning the use of library and media services by students, teachers and other members of the instructional staff; and guiding individuals in their use of media services and library materials. This group includes the following assignment codes:

- 000ND Librarian/Media Specialist
- 84100 Communication and Media
- 86800 Media Technologist
- 90800 Photographer

**School Administrators:** Staff members whose activities are concerned with directing and managing the operation of individual schools, including principals, assistant principals and other assistants; and persons who supervise school operations, assign duties to staff members, supervise and maintain records of the school, and coordinate school instructional activities, including department chairpersons. This group includes assignment codes reported at the school (3) or program (4) level in the 70000\* series in the following groups in Table 2:

**Table 2**

Assignment Description	School Level Assignments	Program Level Assignments
Administrators	72300–72399	72400–72499
Principals	73300–73399	73400–73499
Assistant Principals	74300–74399	74400–74499
Directors	75300–75399	75400–75499
Supervisors	76300–76399	76400–76499
Coordinators	77300–77399	77400–77499
Consultants	78300–78399	78400–78499
Assistant Directors	79300–79399	79400–79499

*\*Refer to pages 46 and 47 of the Fall 2011 REP Data Field Descriptions for a complete description of these codes.*



### Row B: Number of Staff Members Assessed

Of the staff members reported in Row A, indicate the number in each staff member group whose skill in the use of technology was assessed by the district. Assessment of technology skills may include observation, portfolios, ISD/LEA/PSA-developed exams, commercially developed exams, coursework completion, or other means. You must submit a valid value for each cell.

### Row C: Number of Staff Members Deemed Skilled in Technology

Of the number of staff members reported in Row B, indicate the number in each staff member group who were deemed skilled in technology based upon the assessment utilized by the district. You must submit a valid value for each cell.

### Row D: Number of Staff Members Not Skilled in Technology

This field is *calculated automatically* based upon the responses to Rows B and C.

## When is the Fall 2011 REP Submission Complete?

For your district's Fall 2011 REP Data Submission to be considered complete, you must report both the Personnel Skilled in Technology Supplemental Submission and the REP Data Submission. To ensure that your district has completed the submission, check the following items:

- **REP Main Menu:** The red "X" (✗) located to the right of the "Personnel Skilled in Technology" link indicates that the submission is not yet complete.

#### Personnel Skilled in Technology ✗

- Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide
- Supplemental Submission Form

- **Personnel Skilled in Technology Submission Screen:** The red "X" (✗) located in the box below the title Personnel Skilled in Technology indicates that the submission is not yet complete.

#### Personnel Skilled in Technology

✗ Each cell must have a value before the Personnel Skilled in Technology is complete.

- After your district user has entered the data required, a green check mark (✓) will replace the red "X" (✗) on the REP main menu and in the box that appears on the Personnel Skilled in Technology Submission screen as illustrated below. The green check marks indicate that the submission is complete.

### REP Main Menu

#### Personnel Skilled in Technology ✓

- Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide
- Supplemental Submission Form

### Submission Screen

#### Personnel Skilled in Technology

✓ Your Personnel Skilled in Technology submission is complete.

SUCCESS: Changes have been saved.

- **Personnel Submitted Report:** Make sure that you have updated all records listed on the Personnel Submitted Report and that you have reported all new staff members in your district. Each record must have a green check mark (✓).